



## **Admission Policy of Sacred Heart National School**

**School Address: St. Canice's Road, Ballygall, Dublin 11.**

**Roll Number: 04992R**

**School Patron: Most Reverend Dermot Farrell, Archbishop of Dublin**

### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on **June 12<sup>th</sup> 2026**. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Sacred Heart NS admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available by email or in hardcopy on request to any person who requests it.

### **2. Characteristic spirit and general objectives of the school**

Sacred Heart NS is a Catholic all boys primary school with a Catholic ethos under the patronage Dermot Farrell, Archbishop of Dublin.

'Catholic Ethos' in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of The Sacred Heart NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **Mission Statement**

Sacred Heart NS is school which strives to provide a well-ordered, caring, happy and secure learning environment for all our pupils. We aim to celebrate and nurture the abilities of our children and also to respond appropriately to their challenges and needs. School management, staff and parents strive to work in partnership to develop the intellectual, spiritual, physical, moral, social, emotional and creative talents, abilities and skills of our pupils.

As a Christian community we aim to be a warm and welcoming school respectful and accommodating of diversity in race, culture, religion and ability. We aim to promote equality and support pupils with special educational needs.

We are an integral part of the parish of Ballygall and in partnership with parents and the Church we aim to nurture the Catholic faith through religious education, preparation for the sacraments and through our school ethos.

We are a learning community promoting, modelling and valuing life-long learning.

Parents are their children's primary educators and we strive to empower and encourage parents to be actively involved in their child's education and in the life of our school.

We value our relationship with our local community and actively promote our pupils' and their families' involvement in their community.

*We strive to provide a nurturing, positive, holistic learning experience for every pupil.*

### **Categories of Additional Educational Needs Catered for in Additional Needs Classes**

Sacred Heart NS with the approval of the Minister for Education and Skills has established two classes to provide an education exclusively for students with Autism. The classes are intended for students who have a diagnosis of ASD meeting DSM IV/V or ICD – 10/11 diagnostic criteria.

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (Autism: DSM IV/V or ICD 10/11)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism

### **3. Admission Statement**

Sacred Heart NS will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Sacred Heart NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or

classes when requested to do so by the Council. Sacred Heart NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Sacred Heart NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### 4. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see section 5 below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) In relation to application for admission to an additional needs class, Sacred Heart NS provides an education exclusively for students with Autism, where the student concerned does not have the specified category of special educational needs provided for in this class.

Sacred Heart NS is a Roman Catholic school and may refuse to admit as a student a person who is not Roman Catholic where it is proved that the refusal is essential to maintain the ethos of the school.

#### 5. Oversubscription

##### Junior Infants

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Criteria to be used:

- (a) Children who have siblings or stepsiblings currently enrolled in the school and then children resident in Districts C(ii), D and E of the parish of Ballygall. (the eldest child will have priority in this ranking) [A list of districts within Ballygall Parish is available on request from the school office]
- (b) Children resident in Districts A, B and C(i) of the parish of Ballygall (the eldest child will have priority in this ranking) [A list of districts within Ballygall Parish is available on request from the school office]
- (c) Children of staff members. (the eldest child will have priority in this ranking)
- (d) Children who do not fall into the categories outlined above. (the eldest child will also have priority in this ranking)

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

For admissions to Junior Infant classes in the scenario where the school is oversubscribed, the Board of Management will apply the three selection criteria above, in the order of priority in which they are listed and in the event of a tie for the final place the Board will then determine the access to the final place by choosing the eldest of the tied applicants. In the event of more than one tied applicant having the same date of birth the Board of Management will draw lots, with an independent party present, between these tied applicants for the last place and will keep remaining applicants on a waiting list for cancellations arising before the school year begins. In the event that one place is available and the next two children are twins, both will be admitted.

### **Additional Needs Classes**

If an additional needs class is oversubscribed, the school will apply the following selection criteria to applicant students. These will be applied in the order listed below to applications received within the timeline as set out in the school's annual admission notice for the additional needs class. The child must have a recommendation for the specified category to special educational needs provided for in the class.

Criteria to be used:

- (a) Applicants already enrolled in the school
- (b) Applicants who have siblings already enrolled in the school and who will have turned 4 years of age by March 31<sup>st</sup> in the calendar year that they start school.
- (c) All other applicants who will have turned 4 years of age by March 31<sup>st</sup> in the calendar year that they start school.
- (d) All other applicants

All above applicants must have an autism diagnosis and be known to the NCSE and have a letter from the NCSE stating their eligibility to be enrolled in the class.

For admissions to additional needs classes in the scenario where the classes are oversubscribed, the Board of Management will apply the four selection criteria above, in the order of priority in which they are listed and in the event of a tie for the final place(s) the Board will then determine the access to the final place by drawing lots, with an independent party present, between these tied applicants for the final place(s).

Unsuccessful applicants will be placed on a waiting list in the order they were drawn.

Waiting list information and other relevant information will be shared with the NCSE, upon request, to assist the NCSE in finding appropriate school places for children and resources for schools.

## **6. What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to: admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school (other than in the case of a sibling currently attending the school as outlined in 5(b) above).
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned (in other words, there is no advantage if the enrolment forms are submitted to the school on the first or last day of the specified days for enrolment. However, late applications will affect enrolment if the school is oversubscribed).

## **7. Decisions on applications**

All decisions on applications for admission to Sacred Heart NS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see section 13 below in relation to applications received outside of the admissions period and section 14 below in relation to applications for places in years other than junior infants.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **8. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 17 below for further details).

## **9. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Sacred Heart NS, you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **10. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Sacred Heart NS where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 9 above.

## **11. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;

- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **12. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Sacred Heart NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Sacred Heart NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admissions Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **13. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 12.

## **14. Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Pupils may transfer to the school at any time, subject to the enrolment policy of the school and a place\* being available in the class for which enrolment is sought. Parents/guardians who request a school place will be given the school's enrolment policy and an enrolment form.

\*The annual admissions notice outlines the maximum number of children per year group in Sacred Heart NS and is used to determine if a place is available

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- Pupils may transfer to the school at any time, subject to the enrolment policy of the school and a place\* being available in the class for which enrolment is sought. Parents/guardians who request a school place will be given the school's enrolment policy and an enrolment form.

\*The annual admissions notice outlines the maximum number of children per year group in Sacred Heart NS and is used to determine if a place is available

## **15. Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of Sacred Heart NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **16. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. All accommodations in this regard will not result in a reduction in the school day of such students:

A written request should be made to the principal of the school. A meeting will then be arranged with the parent(s) to discuss how the request may be accommodated by the school.

## **17. Reviews/appeals**

### **Review of decisions by the board of Management**

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review**\* of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. \*This request for a review of the Board of Management's decision to refuse admission must be made by applicant within 3 weeks of receipt of communication from the school re this refusal.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review**\* of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. \*This request for a review of the Board of Management's decision to refuse admission must be made by applicant within 3 weeks of receipt of communication from the school re this refusal.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review**\* of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). \*This request for a review of the Board of Management's decision to refuse admission must be made by applicant within 3 weeks of receipt of communication from the school re this refusal.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review**\* of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management). \*This request for a review of the Board of Management's decision to refuse admission must be made by applicant within 3 weeks of receipt of communication from the school re this refusal.

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy was approved by the school's Board of Management on 11/06/26. This policy will be reviewed on June 2029.

Signed: Treena O'Hare Date: 11/06/2026

Ms. Treena O'Hare (Chairperson, Board of Management)

